



MISSOURI CITY COMMUNITY DEVELOPMENT ADVISORY COMMITTEE

MEETING AGENDA

Notice is hereby given of a meeting of the Missouri City Community Development Advisory Committee to be held on **March 23, 2016**, at **6:00 p.m.** at: **The Planning Conference Room of the Development Services Building (between City Hall and the Community Center)**, 1522 Texas Parkway, Missouri City, Texas, for the purpose of considering the following agenda items. All agenda items are subject to action. The Committee reserves the right to meet in a closed session on any agenda item should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551, of the Texas Government Code.

1. ROLL CALL
2. APPROVAL OF MINUTES OF MARCH 17, 2016 CDAC MEETING
3. ACTION ITEMS
 - a. Consider funding some or all of the applications submitted for Program Year 2016 (PY 2016) for public service, code enforcement, infrastructure (i.e. - sidewalks, public park improvements, wheel chair ramps in targeted areas, etc.), economic development, and administration.
4. INFORMATION ITEMS
 - a. What is an Action Plan? The one year action plan is submitted to HUD annually describing planned CDBG grant activities relating to meeting the objectives stated in the five-year Consolidated Plan. The Action Plan serves as Missouri City's annual grant application to HUD and serves as the budget for expenditures in the forthcoming year.
 - b. What is a Consolidated Plan? A Consolidated Plan is designed to help local jurisdictions to assess their affordable housing and community development need and market conditions and to make data driven place based investment decisions. The Consolidated Plan is carried out through Annual Action Plans providing a consolidated summary of the actions, activities and the specific federal and non-federal resources that will be used each year to address the priority needs and goals identified in the Consolidated Plan. Grantees report on progress toward Consolidate Plan goals in the Consolidated Annual Performance and Evaluation Report (CAPER). The Consolidated Plan is a five-year plan due to be worked on this upcoming year.
5. ADJOURN

In compliance with the Americans with Disabilities Act, the City of Missouri City will provide for reasonable accommodations **for persons attending Missouri City Community Development Advisory Committee meetings. To better serve you requests should be received 24 hours prior to the meetings. Please contact Nancy Desobry at 281.403.8541.**



Agenda Item Cover Memo
March 23, 2016

To: Committee Members
Agenda Item: Consider funding some or all of the applications submitted for Program Year 2016 (PY 2016) for public service, code enforcement, infrastructure (i.e. - sidewalks, public park improvements, wheel chair ramps in targeted areas, etc.), economic development, and administration.
Submitted by: LaToya G. Ricketts, Grants Coordinator

SYNOPSIS

This item allows the Committee to review the applications for funding and to recommend the projects to be funded and the amount of funding for PY 2016.

BACKGROUND

The following applications have been received:

<u>Agency/Organization/Department</u>	<u>Requested funding</u>
Child Advocates	\$12,000
Edison Arts Foundation, Inc.	\$12,000
Fort Bend Seniors Meals on Wheels	\$12,000
Knowledge-First Empowerment Center	\$12,000
Missouri City Scholarship	\$10,000
Victory of Praise Church - Victory Careers and Education	\$12,000
Jadazch Nursing Institute	\$12,000
Missouri City Police - Code Enforcement	\$52,942
Missouri City Parks- Buffalo Run Park Trail Improvements	\$72,416
Missouri City Parks- Buffalo Run Park Tree Planting	\$20,000
Missouri City Parks- Hunters Glen Park Trail Improvements	\$169,886
Administration	\$56,253



FISCAL ANALYSIS

All funding is provided from the U.S. Department of Housing and Urban Development.

SUPPORTING MATERIALS

1. Project Proposal Funding Recommendation
2. Project Evaluations
3. Applications received (see set of 3 emails dated 03/15/2016; a binder of all applications is available upon request)

STAFF'S RECOMMENDATION

Recommend projects and funding amounts for PY 2016.

FY 16 City of Missouri City

CDBG Project Proposal Funding Recommendation

	Agency	Project Description	Beneficiaries	CDBG Funding
<u>PUBLIC SERVICE</u>				
1.	Child Advocate of Fort Bend	<u>Children's Advocacy Center Services</u> - The proposed activity is to provide the provision of forensic interviews, victim <i>advocacy</i> services and therapeutic services to children and their non-offending family members from Missouri City. The CAC utilizes a multidisciplinary approach to provide complete comprehensive services to abused and neglected children in Fort Bend County to lessen the trauma from abuse. The CAC is the only agency in Fort Bend County that provides these specialized services to these victims and their non-offending family members.	75	\$12,000
2.	Edison Arts Foundation, Inc.	<u>Summer Theatre Arts Repertory (S.T.A.R.)</u> - The proposed activity is to provide the performance and technical combination of theater, music and dance; with continuum education enrichment utilizing daily reading and academic fundamentals. S.T.A.R. will culminate with a full-scale stage production, allowing all participants the opportunity to showcase their hard work from what they have learned during the session.	40	\$12,000
3.	Fort Bend Seniors Meals on Wheels and Much, Much More	<u>Meals For Missouri City Elderly</u> - The proposed activity is providing deliver daily hot meals to homebound seniors and also help alleviate the social isolation that often accompanies such circumstances.	22	\$12,000
4.	Knowledge-First Empowerment Center	<u>High School Diploma</u> - The proposed activity is to assist 75 learners, ages 16 and older, who have been expelled from school, dropped out of or in danger of dropping out of school to obtain their high school diploma. This program provide an educational environment whereby students who struggle in the public school environment may nevertheless discover success and realize their destiny. This program provide various opportunities to engage and contribute in higher level thinking activities as we fashion our academic and enrichment components to inspire critical and diverse thinking.	50	\$12,000
5.	City of Missouri City Development Services Department	<u>Scholarship</u> - The proposed activity is to provide Educational Cost Reimbursements. This scholarship program will be for technical or trade schools, colleges or universities. Applicants must comply with the City's requirements and regulations. The City of Missouri City may include post-secondary educational scholarships as a public service activity within the CDBG program. Qualified educational expenses include only: tuition, school fees (lab fees, building use fees, etc.), and on- campus dormitory housing.	10	10,000

6.	Victory of Praise Church - Victory Careers and Education	The Road-to-Work Program - The proposed activity goal is to address the challenges of unemployed by providing job placement to 150 low-to-moderate income household. The program specific focus is on serving those caught in a cycle of low-to-moderate income which could be those formerly incarcerated, recovering from an addiction, or transitioning out of homelessness. The program will include an intensive job-training of coaching, training and networking.	150	\$12,000
		Public Service Total (6): (Public Service is capped at 15% of total grant \$42,189)	362	\$ 70,000
<u>MUNICIPAL DEPARTMENTS CODE ENFORCEMENT, INFRASTRUCTURE & PUBLIC FACILITIES</u>				
1.	City of Missouri City Police Department	Code Enforcement- This activity entails funding salary and benefits for a Full-time Code Enforcement Officer. This officer would only be used in the designated CDBG area. The responsibilities would include, enforcing all Municipal Code Violations, interacting and assisting HOA's, appearing and testifying in court.	390	\$52,942.00
2.	City of Missouri City Parks Department	Buffalo Run Park Trail Improvements - The proposed activity is develop a Walking/Jogging Trail Improvements in Buffalo Run Park to improve 1,165 linear feet of existing decomposed granite trail surface with 6" thick x 10 wide concrete. This will replace the existing high maintenance surface with a durable all weather surface for users of the park.	1429	\$72,416
3.	City of Missouri City Parks Department	Buffalo Run Park Tree Planting - The proposed activity is Reestablish trees around new detention lake constructed at Buffalo Run Park. Using native species of trees and large shrubs, establish vegetation in areas cleared by recent construction of a 13 acre detention lake. Areas along top of lake bank and along the gentle slopes are areas to consider planting. The trees and shrubs will renew habitat for birds and other wildlife lost due to construction.	1429	\$20,000
4.	City of Missouri City Parks Department	Hunters Glen Park Trail Improvements - The proposed activity is develop a Walking/Jogging Trail Improvements in Hunters Glen Park to installing 3200 linear feet of 8ft. wide by 6" thick concrete (segment 1) walking/jogging trail and 300 linear feet of 6 ft. wide by 4" thick concrete (segment 2)walking/jogging trail surfacing. This will replace the existing decomposed granite surface and provide an all-weather surface for the highly used trail. Trail maintenance costs and labor will be reduced with this improvement.	1450	\$169,886
		Public Facilities & Others Total (4):	3269	\$315,244

ECONOMIC DEVELOPMENT

	Jadazch Nursing Institute	<u>Certified Nurse Aide Training (CNA), CardioPulmonary Resuscitation (CPR)</u> - The proposed activity is to provide knowledge, excellence and success via CAN/CPR classes and other health care related classes. This program will assist individuals to acquire jobs in the health care industries as CNAs.	30	\$12,000
	Economic Development Total (1):		30	\$12,000
<u>ADMINISTRATION</u>				
4	City of Missouri City Development Services/Finance Department	Administration- Funding for administrating the CDBG program through Salary & Benefits, Consultant services, Travel & Training and Publication & Delivery. Cost is capped at 20% of total grant.	---	\$56,253
		<u>Administration Total (1):</u>	---	\$56,253
		<u>CDBG Funding Request for PY 16</u>	TOTAL	\$453,497

CITY OF MISSOURI CITY
PY 16 CDBG PROJECT EVALUATION

Applicant: **Child Advocates of Fort Bend**

Project Name: **Children's Advocacy Center Services**

National Objective: **24 CFR 570.20(e)(1)**

Eligible Activity: **X Public Service X Limited Clientele**

Amount CDBG Funds Requested: **\$12,000** Total Project Costs: **\$1,280,841**

General Description of Applicant, Activity and Funding Request

- The proposed activity is to provide the provision of forensic interviews, victim advocacy services and therapeutic services to children and their non-offending family members from Missouri City so they do not fall through the cracks. The CAC utilizes a multidisciplinary approach to provide complete comprehensive services to abused and neglected children in Fort Bend County to lessen the trauma from abuse. The CAC is the only agency in Fort Bend County that provides these specialized services to these victims and their non-offending family members. All of the services are free of charge to the families thanks to strong community support and funding.
- Agency's goal is to service at least 75 Missouri City abused children and their non-offending caregivers this year. Thus far, the agency served 69 of its goal of 75 seniors in PY 2015.

Budget

- Agency is requesting \$12,000 for: Therapist \$4,500 (\$52,000/38% of time); Forensic Interviewer \$2,750 (\$40,500/38% of time); Victim Advocate \$2,750 (\$43,500/38% of time)

Needs Statement

- Child abuse and neglect cuts across all demographics and socioeconomic status levels in our community. The trauma that stems from abuse and neglect can have detrimental effects on the child's mental health as well as family dynamic and relationships if these families do not receive services and support as soon as possible. Outside of Child Advocates of Fort Bend, services developed specifically for victims of child abuse are either non-existent, of low-quality, or inaccessible in Fort Bend County.

Objectives

- The Children's Advocacy Center has working agreements with all Fort Bend Police Departments including the Missouri City Police Department, Children's Protective Services and the District Attorney's Office. In coordinating with these agencies, children are not re-victimized as they go through the systems and civil and criminal cases are much stronger. Stronger criminal cases mean greater justice for these children and a safer community overall.

Internal Performance

- The CAC uses several methods to show success. They provide client satisfaction surveys to families at various points in the process including intake, follow-up, during therapy provision, and during the criminal court process.
- The agency also survey our partners including CPS, law enforcement and the District Attorney's Office to ensure that we are meeting their needs for the families and cases.

Continuation Plan after the requested funding ends:

- After the requested CDBG funding ends, Child Advocates of Fort Bend will seek funding from additional private foundations, corporations and individuals.

Activity Urgency

- Per the Five-Year Consolidated Plan, this activity is classified as Abused Persons and assigned a "High Priority."

Viability and Feasibility

- The applicant has been in business for over 25 years and has operated the activity for which funding is being requested for 18 years. Agency receives other funding sources totaling over \$500,000.

- The staff needed to operate the activity is currently in place.
- It appears that the financial resources needed to operate the activity in PY 2016-17 will be available. The activity cost for the activity was stated as \$73,840, in which the agency identified match resources amounting the \$61,840 with projected funding from their operational budget.
- The applicant has the required site and zoning compliance designations required to operate the program.

Assessment of the Applicant

- This applicant has been in business for over 25 years. Agency operated as a 501 (C) 3 for 25 years.
- The applicant has received MC CDBG grant since 2010 totally over \$57,000.
- Based on the organizational chart, and the application, the agency is fully staffed and capable of providing services to 75 beneficiaries. Also, the agency appears to have adequate management and administrative and financial staffing.
- All requested documents were included in the application packet.
- Based on the Independent Audit Report and Financial Statement provided by Bennoch & Walker, LLC, in the auditor's opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Fort Bend County Child Advocates, Inc. as of December 31, 2014 (with comparative totals for 2013) and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.
- This program differs from other programs providing similar services in Missouri City because the Children's Advocacy Center at CAFB in the only comprehensive service model of its kind in Fort Bend County. As an agency, Child Advocates of Fort Bend is not only a provider of services, but also the convener of the collaboration across all involved agencies, trainer of community members and other agencies, public awareness vehicle and the facilitator of a collaborative approach to ensure children are receiving all the services they need in a timely, child-focused manner at no cost. To date, Child Advocates of Fort Bend remains the single point of contact for children and families affected by child abuse and neglect in our community and works closely with every agency involved with child abuse cases in our community.

Capability (Monitoring reports from CITY OF MISSOURI CITY and other agencies)

- On July 2, 2015, the City's Grant Coordinator, LaToya Ricketts conducted a monitoring of Child Advocates' Missouri City CDBG program. The monitoring focused on updating information regarding accounting and management systems and reviewing client files for completeness, accuracy, and regulatory compliance. The result ended in one (1) concern:
 - Concern 1: In review of client files there was a client that were closed out or terminated from the program however closeout/termination document was not in the file. Recommended remedy: The Subrecipient has to follow its termination policy and place termination documents in Client files. Closeout case files with documentation.

Activity Results/Benefits

- The results/benefits which may be derived from this activity is easily measurable in terms of the number of beneficiaries who will receive Child Advocacy services.

Additional Information & Staff Recommendation

- The agency is requesting \$12,000 and proposed to provide benefit to 75 unduplicated persons.
- ***Staff recommends to Fund this project for PY 2016 in the amount of \$11,000 serving 70 beneficiaries. Decrease award amount and beneficiary from last year because the annual funding amount has decreased.***

CITY OF MISSOURI CITY
PY 16 CDBG PROJECT EVALUATION

Applicant: **Edison Arts Foundation, Inc.**

Project Name: **Summer Theatre Arts Repertory (S.T.A.R.)**

National Objective: **24 CFR 570.20(e)(1)**

Eligible Activity: **X Public Service X Limited Clientele**

Amount CDBG Funds Requested: **\$12,000** Total Project Costs: **\$24,840.00**

General Description of Applicant, Activity and Funding Request

- S.T.A.R. (Summer Theatre Arts Repertory) is design for 40 individuals ages 7-17 that have a desire to build their love/passion and interest for the performing arts. S.T.A.R. will provide the performance and technical combination of theater, music and dance; with continuum education enrichment utilizing dally reading and academic fundamentals. S.T.A.R. will culminate with a full-scale stage production, allowing all participants the opportunity to showcase their hard work from what they have learned during the session. There will be two (2) 4-week sessions during the summer In June and July. This proposal requests your support for the Edison Arts Foundation, whose mission is to provide underserved, economically disadvantaged, and foster care youth and teens ages 7 -17 with enhanced summer activities through theatre, performing arts, dance, and learning enrichment. The program targets and attempts to prevent childhood obesity and summer learning achievement loss. It will ensure that Individuals do not have to fall behind in their health and learning skills through a comprehensive fine arts program that enhance their physical well-being and enrich their learning skills on a daily basis. Childhood obesity is a serious problem in the United States. Despite recent declines in the prevalence among preschool-aged children, obesity among children is still too high. For children and adolescents aged 2-19 years, the prevalence of obesity has remained fairly stable at about 17% and affects about 12.7 million children and adolescents for the past decade. In fact, obesity now affects 1 in 6 children and adolescents in the United States. Studied reports state that obesity among girls Increased from 17% (1999-2002) to 23% (2007-2010), but decreased for girls whose adult head of household completed college from 11% (1999-2002) to 7% (2007-2010) 3. Texas Department of Health in Its CDC Reporting Study indicates people younger than 18 years of age made up 26.6% of the total population in 2013. Of that, 15.6% of adolescents were overweight.
- Agency's goal is to service at least 40 youth this year.

Budget

- Agency is requesting \$12,000 for: 40 students

Needs Statement

- The youth and teen population in the U.S. increasingly deal with childhood obesity issues and become dependent on electronic devices that make them more dependent and less active. Programs like S.T.A.R. (Summer Theatre Arts Repertory) are designed to help combat those challenges. Many youth and teens that come from underserved, economically disadvantaged, and Foster Care situations become overweight and fall behind in school achievement during the summer. Too often, these youth and teen parents and guardians are unable to provide the needed activity and learning opportunities because they just can't afford them. Although other summer activity programs as well as theater programs exist for youth and teens in the Fort Bend area, they simply become out of reach for most of these individuals costing more than \$300 for a 4 to 6- week session. This prevents these kids from receiving the much needed physical activity and learning opportunities that could help in reducing health issues and learning achievement gaps.

Objectives

- Many children are challenged by their desire to exercise and learn more but relate both to not having much fun. As a result, they tend to become less active and avoid taking on any task that may require much effort. S.T.A.R. primary target population is underserved economic disadvantage and foster care individual's age 7-17 with just that challenged. The program is design to incorporate fun into exercise through dance and other activities and integrate learning through performance and visual arts. For a lot of kids who aren't drawn to the sports scene, it can be hard to find a good outlet for physical activity. But whether its dance choreography, building sets, or changing scenery, theater is very physically demanding. The difference is that you're having so much fun, you don't notice how you're staying in shape. It integrates learning through the performance and visual arts as well. The great thing about theater is that one piece of text can be interpreted in infinite ways. You will find new ways to approach analysis because you get to act it out instead of just reading it at a desk. Not to mention, there's nothing like "have this memorized by next week" that will force you to improve your reading skills fast. Also, studying a character in-depth over the time it takes to put on a show is a unique

experience you don't usually have the time to explore. When you immerse yourself in a story the way you do in theater, you walk away with a deeper understanding of people who can be very different from you. In essence theater makes better people of all those who participate in it.

Internal Performance

- The agency conducts system achievement based on full scale production at end of STAR Session. Overall Success based on comparison of practice to performance, personal growth over 4 week session, and audience and peer constructive criticism. Measured and reported: by daily attendance and sign-in.

Continuation Plan after the requested funding ends:

- The Agency will continue these programs on an ongoing basis with matching funds from other sources. Proposed long-term benefits include but are not limited to: (1) academic readiness at the end of the Summer/Start of the new school year; (2) Physical fitness (3) Physical, mental, creative, and academic confidence. Activities will NOT be monitored after STAR completion.

Activity Urgency

- Per the Five-Year Consolidated Plan, this activity is classified as Youth Services and assigned a “**High Priority.**”

Viability and Feasibility

- The applicant has been in business for over 2 years and has operated the activity for which funding is being requested for 1 year. Agency receives other funding sources totaling over \$12,840.
- The staff needed to operate the activity is currently in place. The Agency relies heavily on volunteers/
- It appears that the financial resources needed to operate the activity in PY 2016-17 will be available. The activity cost for the activity was stated as \$185,902.37, in which the agency identified match resources amounting the \$173,902.37 with projected funding from their operational budget.
- The applicant has the required site and zoning compliance designations required to operate the program.

Assessment of the Applicant

- This applicant has been in business for over 2 years. Agency operated as a 501 (C) 3 for 1 year. However has operated the program without a nonprofit status for 9 years.
- Based on the organizational chart, and the application, the agency is fully staffed and capable of providing services to 40 beneficiaries with the appropriate number of volunteers. Also, the agency appears to have adequate management and administrative staffing, however it is not clear if the agency has a designated financial staff.
- All requested documents were included in the application packet.
- This a new program/service.
- The Agency did not provide an Independent Audit Report and/or Financial Statement. The Edison Arts Foundation is a newly organized nonprofit organization. The agency provided the 2015 Annual No Tax Due Information Report stating our entity is below the no tax due threshold and has zero Texas Gross Receipts.
- This program differs from other programs providing similar services in Missouri City because this program focuses on a particular segment of the population (low-moderate youth and Foster care children) who normally may not be able to participate in a comprehensive performance arts program due to financial restraint or other factors.

Capability (Monitoring reports from CITY OF MISSOURI CITY and other agencies)

- This a new program/service and not monitoring has been completed.

Activity Results/Benefits

- The results/benefits which may be derived from this activity is easily measurable in terms of the number of beneficiaries who will receive technical combination of theater, music and dance training.

Additional Information & Staff Recommendation

- The agency is requesting \$12,000, and proposed to provide benefit to 40 unduplicated persons.
- ***Staff recommends to fund this project for PY 2016 in the amount of \$5,300 serving 10 beneficiaries to fund Tuition and registration fees.*** This a new program/service

CITY OF MISSOURI CITY
PY 16 CDBG PROJECT EVALUATION

Applicant: **Fort Bend Seniors Meals on Wheels and Much, Much More**

Project Name: **Meals For Missouri City Elderly (MOW)**

National Objective: **24 CFR 570.20(e)(1)**

Eligible Activity: **X Public Service X Limited Clientele**

Amount CDBG Funds Requested: **\$12,000** Total Project Costs: **\$185,902.37**

General Description of Applicant, Activity and Funding Request

- Through its Meals on Wheels Program, Fort Bend Seniors (FBS) staff and volunteers deliver meals to homebound seniors and also help alleviate the social isolation that often accompanies such circumstances. By providing
- Missouri City elders with daily hot meals and other supportive services, FBS ensures that this population is not at risk for the many poor health outcomes associated with malnutrition and that they are connected to community resources that will meet their various needs.
- Agency's goal is to service at least 9 seniors this year. Thus far, the agency served 14 seniors in PY 2015.

Budget

- Agency is requesting \$12,000 for: 22 CDBG MOW clients total; 375 meals per year @ \$3.33 per meal.

Needs Statement

- Based on the 2013-2017 Consolidated Plan (CP) for the City of Missouri City's community development block grants, the CP states, "The primary special needs population in Missouri City is the elderly." In addition to the home-delivered meals provided for under this grant request, MOW serve mobile seniors through 2 senior centers within the city limits of The City of Missouri City- one at Fort Bend YMCA, 4433 Cartwright Road and the other at The Huntington at Sienna, 4522 Trammel Fresno Road; with the latter just added in late 2015 to respond to the identified needs. Hunger among seniors is a growing concern, both nationally and locally. 15.3% of seniors face the threat of hunger. Seniors who experience food insecurity are at serious risk for a host of poor nutrition and health outcomes. As more seniors face food insecurity, there will be a corresponding increase in health care expenditures. The simplest and most direct way to stem these issues is to ensure that seniors in need receive adequate nutrition and support.

Objectives

- To provide daily nutrition meals and support to 9 elderly citizens of Missouri City. Indicators: • Nutritional assessments will demonstrate improved health for program participants. • Satisfaction surveys will show positive changes in participants' emotional and physical health.

Internal Performance

- The agency conducts nutritional needs assessments for seniors when they enter the program and every 12 months thereafter to determine improved health and reduced malnourishment as a result of receiving daily meals. Also, at the end of every 12 months, seniors are asked to complete a satisfaction survey to provide feedback on perceived changes in physical and emotional health. Our trained volunteers are also able to monitor homebound seniors on a daily basis by noting changes in apparent health and emotional well-being.

Continuation Plan after the requested funding ends:

- The Agency will continue these programs on an ongoing basis with matching funds from sources such as Houston Galveston Area Council, the United Way, the George Foundation, and special events. Our programs and services enhance the lives of the Missouri City's elderly and allow them to live out their years with dignity, independence, and knowing they are not alone or forgotten.

Activity Urgency

- Per the Five-Year Consolidated Plan, this activity is classified as Adult Services and assigned a "High Priority."

Viability and Feasibility

- The applicant has been in business for over 42 years and has operated the activity for which funding is being requested for 40 years. Agency receives other funding sources totaling over \$500,000.

- The staff needed to operate the activity is currently in place.
- It appears that the financial resources needed to operate the activity in PY 2016-17 will be available. The activity cost for the activity was stated as \$185,902.37, in which the agency identified match resources amounting the \$173,902.37 with projected funding from their operational budget.
- The applicant has the required site and zoning compliance designations required to operate the program.

Assessment of the Applicant

- This applicant has been in business for over 42 years. Agency operated as a 501 (C) 3 for 40 years.
- Based on the organizational chart, and the application, the agency is fully staffed and capable of providing services to 22 beneficiaries. Also, the agency appears to have adequate management and administrative and financial staffing.
- All requested documents were included in the application packet.
- Based on the Independent Audit Report and Financial Statement provided by Blazek & Vetterling, in the auditor's opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Fort Bend Seniors Meals on Wheels as of December 31, 2014 and 2013 and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.
- This program differs from other programs providing similar services in Missouri City because other area non-profits, such as the food bank, do not provide home-delivered food or meals and require clients to go to their facilities for service.

Capability (Monitoring reports from CITY OF MISSOURI CITY and other agencies)

On July 9, 2015, the City's Grant Coordinator, LaToya Ricketts, conducted a modified monitoring of Fort Bend Senior's Missouri City CDBG program. The monitoring focused on updating information regarding accounting and management systems and reviewing client files for completeness, accuracy, and regulatory compliance. The result ended in two (2) concerns:

- **Concern 1:** In review of the client files it was noted that CDBG was billed for meals that were not delivered to clients but attempted delivery. Although the Subrecipient has a Home-Deliver Meals Contract Agreement with the Client, it doesn't clearly define who will be responsible for the payment of the meals not delivered. The agreement doesn't specify what the implication will be for non-delivered meals. The CDBG Contracts states that CDBG will reimburse for Home delivered meals. Recommended remedy: CDBG cannot be billed for meals not deliver to Missouri City residents. The CDBG Agreements need to specific the definition of home delivery attempts. The Subrecipient needs set procedures for meals that are not directly delivered to Missouri City clients.
- **Concern 2:** In review of client files there will a few clients that were terminated from the program however termination document was not in the file. Recommended remedy: The Subrecipient has to follow its termination policy and needs to place termination documents in Client files.

Activity Results/Benefits

- The results/benefits which may be derived from this activity is easily measurable in terms of the number of beneficiaries who will receive Meal services.

Additional Information & Staff Recommendation

- The agency is requesting \$12,000, and proposed to provide benefit to 22 unduplicated persons.
- ***Staff recommends to fund this project for PY 2016 in the amount of \$9,189.75 serving 13 beneficiaries. Decrease award amount and beneficiary from last year because the annual funding amount has decreased.***

CITY OF MISSOURI CITY
PY 16 CDBG PROJECT EVALUATION

Applicant: **Victory of Praise Church - Victory Careers and Education**

Project Name: **Road-To-Work Program**

National Objective: **24 CFR 570.20(e)(1)**

Eligible Activity: **X Public Service X Limited Clientele**

Amount CDBG Funds Requested: **\$12,000** Total Project Costs: **\$33,200.00**

General Description of Applicant, Activity and Funding Request

- The Road-to-Work Program is a program providing services to help 150 low-to-moderate household residents find employment in Missouri City. The program goal is to address the challenges of unemployed low-to-moderate men and women in Missouri City, who have a desire to become a contributing member society. The program specific focus is on serving those caught in a cycle of low-to-moderate income which could be those formerly incarcerated, recovering from an addiction, or transitioning out of homelessness. The agency serves each clientele through educating them with employability and soft skills, i.e. resume development, job coaching, interviewing techniques, plus many more employability skills for successful job placement. Agency's goal is to service at least 150 adults this year.

Budget

- Agency is requesting \$12,000 for 150 adults

Needs Statement

- In 2015, the agency served over 200 Missouri City residents in the areas of outreach services ranging from education, counseling, spiritual growth and employability skills towards job placement (75), while also serving a cumulative population of other support services. The increase need of servicing those struggling to find work is increasing; national unemployment rate is around 5%; Missouri City is around 6%. In times of high unemployment, employers have more choice of applicants and will favor those with well-rounded employability skills; interpersonal skills, communication skills, critical thinking skills, presentations skills and leadership skills through a 30-day job placement program

Objectives

- The objective is to address the challenges of unemployed men and women in the low-to-moderate areas of Missouri City. Specific attention will be focused on serving those caught in a cycle of poverty, former incarceration, single family households, recovering addictions and anyone needing assistance with job training, job placement and job retention. The program will build up the community through networking and working together to increase growth and economic success.

Internal Performance

- The agency conducts systems set in place to achieve successful outcomes involving a detail and strategic plan of candidate selection, job training, job readiness and job attainment individualized plans. In combination the program will measure both the success and failures through a customized employment process for each client to assist in finding and sustaining a job through a 30-day placement plan.
- Each training course will involve a 42 hour job readiness depending on the individuals first step assessment review. The training courses will be documented using training material and forms to measure benchmarks and completed task.

Continuation Plan after the requested funding ends:

- The program will continue after the requested funds has ended by the financial support of the board of trustees, local stakeholders and community support. Continued monitored will proceed with key benchmarks and measurements for success. The agency has applied to Disability Aging and Rehabilitation Services as a Community Rehabilitation Program. This program will allow our organization to become self-sustaining as we provide vocational rehabilitation services, job coaching and job placement services to the disabled community as a vendor of the State of Texas.

Activity Urgency

- Per the Five-Year Consolidated Plan, this activity is classified as Education of Adult Services and assigned a "High Priority."

Viability and Feasibility

- The applicant has been in business for over 2 years and has operated the activity for which funding is being requested for 2 year. Agency receives other funding sources totaling over \$12,840.
- The staff needed to operate the activity is currently in place. The Agency relies heavily on volunteers.
- The agency capability to develop, implement and administer the proposed Road-to-Work project stems from an excellent success rate of employer networking, experience staff, and passion to help the low-to-median income residence in Missouri City improve financial, mentally and physically through life's challenges.
- It appears that the financial resources needed to operate the activity in PY 2016-17 will be available. The activity cost for the activity was stated as \$33,200, in which the agency identified match resources amounting the \$21,200 with projected funding from their operational budget.
- The applicant has the required site and zoning compliance designations required to operate the program.

Assessment of the Applicant

- This applicant has been in business for over 2 years. Agency operated as a 501 (C) 3 for 1 year. However has operated the program without a nonprofit status for 9 years.
- Based on the organizational chart, and the application, the agency is fully staffed and capable of providing services to 150 beneficiaries with the appropriate number of volunteers. Also, the agency appears to have adequate management and administrative staffing, however it is not clear if the agency has a designated financial staff.
- All requested documents were included in the application packet.
- This a new program/service.
- Based on the Financial Statement provided by Shay Jackson | Tax Accountant, in the auditor's opinion, she have audited the accompanying statement of financial position of Victory of Praise Church (Victory Careers and Education), a nonprofit organization, as of January 10, 2016, and the related statement of activities, functional expenses, and cash flows for the year so far. The financial statement of position in the spreadsheet provided is the responsibility of management. The auditor's responsibility is to express an opinion on the financial statement based on my review. The auditor's review included assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. The auditor's believe my review provides a reasonable basis for the review the financial statements referred to above present fairly, in all material respects, the financial position of Victory of Praise Church.
- The Total Assets is \$18,964 & Total Liability and Net Assets is \$18,964.
- Organizational Budget has a total Operating Expenses Revenue of \$33,200.
This program differs from other programs in the Missouri City area because it is a Placement Plan; our goal is not to only provide the job training and tools but also to provide job placement and post-job retention.

Capability (Monitoring reports from CITY OF MISSOURI CITY and other agencies)

- This a new program/service and not monitoring has been completed.

Activity Results/Benefits

- The results/benefits which may be derived from this activity is easily measurable in terms of the number of beneficiaries who will receive technical combination of theater, music and dance training.

Additional Information & Staff Recommendation

- The agency is requesting \$12,000, and proposed to provide benefit to 150 unduplicated persons.
- ***Staff recommends to fund this project for PY 2016 in the amount of \$6,000 serving 10 beneficiaries to fund an Employment Specialist/Coach***
- This a new program/service

CITY OF MISSOURI CITY
PY 16 CDBG PROJECT EVALUATION

Applicant: **Jadazch Nursing Institute**

Project Name: **Certified Nurse Aide Training (CNA), Cardiopulmonary Resuscitation (CPR)**

National Objective: 24 CFR 570.208(a)(1)

Eligible Activity: X Economic Development X General Low- to Moderate-Income Clientele

Amount CDBG Funds Requested: **\$12,000** Total Project Costs: **\$15,000.00**

General Description of Applicant, Activity and Funding Request

- To provide knowledge, excellence and success via CAN/CPR classes and other health care related classes. Estimated to help 10 - 30 people. We assist individuals in our program to acquire jobs in the health care industries as CNAs are highly needed. **Budget**
- Agency is requesting \$12,000 for 150 adults

Needs Statement

- There are many nursing homes, assisted living communities in the city with serious needs of CNAs who are also CPR certified. This project will assist the Missouri city residents mostly the low-moderate income to gain knowledge, acquire a good job and alleviate some stress of unemployment.

Objectives

- The objective is to education of local residents, regardless of ethnicity, gender, and social status but low-moderate income people. Outcome is to increase the number of residents who are knowledge about health care, and gain entry level jobs in the health care field. Indicators will be the amount of people trained and number of jobs acquired.

Internal Performance

- The agency's students have labs and clinical studies every week to help keep them engaged, enhance their nursing skills, and to keep them focused. Internal performance measure is having the ultimate success of having the students pass the State Exam for CNA and get placed in the health care field. Our success is when the above is done while our failure is just the opposite which is not passing and not obtaining a job in the health care industry. And no, we do not hire section 3 contractors.

Continuation Plan after the requested funding ends:

•The agency's program will continue to foster behavior that values excellence and practices leading to successful certification. We estimate that individuals who get selected for this program complete the course. However, the agency's would like to enhance our program with community outreaches like health fairs around Missouri city (police stations/Parks) to give back to the community as residents will benefit from the health fairs as well.

Activity Urgency

- Per the Five-Year Consolidated Plan, this activity is classified as Economic Development and assigned a **"Low Priority."**

Viability and Feasibility

- The applicant has been in business for over 1 year and has operated the activity for which funding is being requested for 1 year.
- The staff needed to operate the activity is currently not in place. Not organizational chart provided.
- It appears that the financial resources needed to operate the activity in PY 2016-17 are not in place. The activity cost for the activity was stated as \$14,500, in which the agency identified match resources amounting the \$2,500 with projected funding from their operational budget.
- The applicant does not have the required site and zoning compliance designations required to operate the program. Jadazch Nursing Institute does not have the zoning for a school.

Assessment of the Applicant

- This applicant has been in business for over 2 years. Agency is not a 501 (C) 3. However has operated the program without a nonprofit status for 1 year.
- Based on the organizational chart, and the application, the agency is fully staffed and capable of providing services to 150 beneficiaries with the appropriate number of volunteers. Also, the agency appears to have adequate management and administrative staffing, however it is not clear if the agency has a designated financial staff.

- All requested documents were included in the application packet.
- This a new program/service.
- No Financial Statement was provided.
- No Organizational Budget was provided.

Capability (Monitoring reports from CITY OF MISSOURI CITY and other agencies)

- This a new program/service and not monitoring has been completed.

Activity Results/Benefits

- The results/benefits which may be derived from this activity is easily measurable in terms of the number of beneficiaries who will receive CPR Training.

Additional Information & Staff Recommendation

- The agency is requesting \$12,000, and proposed to provide benefit to 150 unduplicated persons.
- ***For PY 2016 Staff recommends not to fund this project.***
- ***This project is not eligible for economic development because it is not job creation or retention; it is job training which can only be eligible when connected to an eligible economic development project.***
- This a new program/service

CITY OF MISSOURI CITY
PY 16 CDBG PROJECT EVALUATION

Applicant: **Missouri City Police Department**

Project Name: **Code Enforcement Officer** _____

National Objective: **24 CFR 570.201(c)**

Eligible Activity: X **Public Facility** X **Area Benefits**

Amount CDBG Funds Requested: **\$52,942.00** Total Project Costs: **\$52,942.00**

General Description of Applicant, Activity and Funding Request

- The Missouri City Police Department requesting continual funding of a Full-time Code Enforcement Officer. This officer would only be used in the designated CDBG area. The responsibilities would include, enforcing all Municipal Code Violations, interacting and assisting HOA's, appearing and testifying in court.

Budget

- The Missouri City Police Department is seeking \$52,942.00 for salary and benefits Full-time Code Enforcement Officer.
- The applicant has request the number of unduplicated persons proposed to be served is 390.

Needs Statement

- Activity will be conducted only in the area as designated by the CDBG district to combat Code Violation and health and safety regulations.

Capability (Monitoring reports from Missouri City and other agencies)

- A HUD Audit determined that Code Enforcement needed to document the total violation served. Based on the HUD Audit a designation Code Enforcement Officer has hired to oversee the CDBG Target area. In PY 15, Missouri City Police Department Code Enforcement program has only been accessed internally and desk monitored. Thus far the Code Enforcement project Total Code Violations is 1,239. In PY 2014 Code expended 59,001.32 (multiple officers) and Total Code Violations was 390.

To services Activity Results/Benefits

- The results/benefits which may be derived from this activity is easily measurable by the number of those who receiving Code Violations and attend court hearing.

Additional Information & Staff Recommendation

- The agency is requesting \$ 52,942.00, and proposed to provide benefit to 50 unduplicated persons.
- ***For PY 2016 Staff recommends funding in the amount of \$48,000 serving 390 beneficiaries. Same award amount and beneficiary from last year because the annual funding amount has decreased and salaries has not increased.***